

LaGov ERP / LEO Log On Assistance QUICK REFERENCE CARD

View the [LEO Technical Requirements](#) document to determine software compatibility.

To Access LaGov ERP Single Sign On Portal



Click on the [LaGov Portal](#) icon from your desktop.

To Access the LEO Portal directly


Connect to the Internet.

Type <https://leo.doa.louisiana.gov>
and press **Enter**.

OR

From [louisiana.gov](http://www.louisiana.gov)
(<http://www.louisiana.gov/>) under
[Online Services](#) click the link
[LEO: Louisiana State Employees Online](#)



Log on With Current Password

1. **Log on** page enter your **User ID**.
2. Enter current **Password**.
3. Click 
4. **LaGov ERP / LEO Home page** is displayed.

After Logging On

1. Navigate between the screens by selecting the screen tabs or items under **Detailed Navigation**.
2. If you receive message:
Session Timed Out – Select a menu item to continue, to restart your session, click any tab or item under **Detailed Navigation**.
3. If you need assistance, click **Help** in the upper right area of the screen, next click **LaGov ERP / LEO**, then select the quick reference card that covers the particular function for which you need help.

Log Off of LaGov ERP / LEO

1. Click **Log Off** (upper right corner).
2. Click , "**Are you sure you want to log off?**".
3. Click  (upper right hand corner) after the LaGov ERP / LEO main page displays.

Reminder: If you logoff LaGov ERP it closes all components **except** any active Core Component (ECC) sessions. To close, select **System** from the menu, then select **Log off** to close each active session.

Unlock / Change Password

Click the **Forgot Password?** link on the LaGov ERP / LEO logon screen and fill in the requested fields as presented in the password reset and registration application.

First Time User?

(Never Logged onto LaGov ERP / LEO before)

Click the **First Time User?** link on the LaGov / LEO logon screen and fill in the requested fields as presented in the password reset and registration application.



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Tips:

User ID consists of the letter **P** and your 8 digit personnel number (e.g. P00123456).


- If your personnel number is less than 8 digits, add zeros right after the P.
- If you don't know your personnel number, check with the person who inputs your time (Time Administrator). If Non-Paid check with your Human Resources office.

Non LaGov User ID consists of the letter **H** and your 8 digit external person number (e.g. H50423456).

- If you don't know your external person number, check with the person who establishes which course(s) you should take (Training Coordinator).

Unlock / Change Password may be used at any time to change your password.

If  **Password has expired** displays:

- Enter current password in Old Password field.
- Enter **new password**.
- **Re-enter** new password (for verification).
- Click .

If  **User authentication failed** displays:

- Displays after the 5th failed attempt to log on. Click **Unlock / Change Password** to create a new password.

Note: Access to LaGov ERP / LEO **may** be terminated or limited if you're: Retired, No Longer Employed, or have a new personnel number due to a Transfer. Contact your former Human Resources office for payroll/personnel information.

Help with LaGov ERP / LEO

Click on the [LaGov/LEO Help Website](#) to view detailed help documentation, quick reference cards, etc.

OR

1. Click **Who do I contact for Help?** located on the right side of the LEO Welcome page. It will display your agency contact information.
2. Scroll across report to view all information. Find the contact for your particular need and location.